



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<b>Date:</b> 11/26/13	<b>Interviewer:</b> Laura Eckert	<b>RFA #13 – 52</b>
<b>Person(s) Requesting Assistance:</b> [REDACTED]		
<b>Contact Numbers (telephone, e-mail, etc.):</b> cell phone [REDACTED], on campus [REDACTED]		
<b>Status of Person(s) Interviewed (title, position, student status, etc.):</b> employee		
<b>Requested Assistance Pertaining To (name, position, policy, project, etc.):</b> supervisor, [REDACTED] and other directors		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☒ Female ☐    Administrator ☐ Faculty ☐    Staff ☒ Student ☐  
 Concern Regarding:    Male ☐ Female ☒    Administrator ☐ Faculty ☐    Staff ☒ Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input checked="" type="checkbox"/> Sex/Gender         | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
11/26/13	T/c from [REDACTED]	Sue and Laura did initial intake on telephone, ascertained that [REDACTED] had some concerns regarding comments in the workplace, some could be related to protected categories – sex, age, scheduled appt for [REDACTED] to meet with LE 12/4 after thanksgiving break
12/4/13	O/c LE and [REDACTED]	Reviewed EO protocol, reviewed [REDACTED] concerns, mostly non-EO issues. [REDACTED] had some concerns being one of only a very few males working in [REDACTED] and occasionally having what he felt were sometimes comments disadvantaging men. The few comments over several years regarding men and age were not severe or pervasive. Laura talked with [REDACTED] about options of talking with HR, EAP, talking with supervisor or [REDACTED], talked about EO investigation options.

12/6/13	LE t/c Stephanie Ludemann	██████ had asked LE to call HR about logistics if he wanted to think about a transfer. Laura discussed logistics of transfer list and reviewing personnel file.
12/9/13	LE t ██████	Relayed discussion with Stephanie. ██████ d said he is doing okay, not every day is bad, weighing whether to talk with ██████ thanked LE for assistance. LE- if further concerns related to protected category or want to talk more about options, please call back.